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Records of The Trustees of the Wayland Public Library

1890 — 1905

1890 –

The Annual meeting of the Library Trustees was held Apr. 5th ". at the Librarians room

Mr. Henry D. Pavmenter was chosen chairman for the coming year. Mrs. John Heard Librarian, Mr. Gerald Asst. Librarian at Cochituate, Mrs John Heard Secty. Mr Theodore Bennett & make contract with the express company for transportation of books to and from Wayland – Mr. Isaac Damon & make Contract with Mr. Gerald

The meeting was adjourned to Apr. 11th ". & met at the house of Mrs. Braman,

April 15th ". met at house of Mrs. Braman and a quorum not being present adjourned to meet at same place Apr. 18th ". –

T.D. Bennett. Clk.
pro tem.

Apr. 16th, met at house of Mrs. Braman and unanimously elected Miss Emily A. Heard purchasing agent for the ensuing year. Mrs. John A. Heard having declined to serve as clerk of the Trustees Mr. T.W. Bennett was elected to that office –

T.W. Bennett Clk.

June 5th, the regular meeting of the Trustees was held in Librarians room, an order was drawn on the Town Treas. for for the unexpended bal. of appropriation ($60 63/100) Sixty 63/100 dollars. The purchasing agent was authorized to expend fifty dollars ($50) for books to be put in the Library in September.

T.W. Bennett, Clk.

August 7th. Regular Meeting of trustees was held at Librarian's room and there being no business to transact, adjourned,

J. W. Bennett Clk.

Oct. 2nd Regular meeting of trustees was held and there being no business to transact, adjourned.

J. W. Bennett Clk

December 6th. The regular meeting of trustees was held at usual place and following rules, passed.

Voted; that the librarian prepare a list of all new books purchased since last catalogue was issued and that the same be printed in the town report.

Voted; that the assistant librarian be authorized to remit all fines accrued before this present

record book was opened and that he be requested to notify such persons as have been deprived of the use of the library on account of the non payment of such fines, that their fines are remitted. This action is taken with a view to increase the circulation of books in the South part of the town.

T. W. Bennett Clk.

— 1891 —

Feb. 7th Regular meeting was held at Librarian's room and there being no business to transact, adjourned

T. W. Bennett Clk

Apr. 4th.

The annual meeting was held at Librarian's room - Mr. H. D. Parmenter was chosen Chairman. Miss Emily A. Heard Purchasing Agt. Mr. T. W. Bennett Clk Mrs. John Heard, Librarian. It was voted that Mrs. Heard be authorized to arrange

Mr Gerald to act as assistant librarian for the ensuing year at a salary not exceeding $40 per year. It was voted to renew the contract with the Am. Ex. Co. for taking books to and from Cochituate, also voted —

That the librarian be requested to make out a bill of such numbers as are required, to complete the sets of periodicals purchased of both book clubs. and present same to the secretaries of the respective clubs at their next annual meetings, Voted that $12 be allowed the librarian for incidental expenses and an order was signed for same.

J. W. Bennett clk
June 6th.

Regular meeting was held at librarian's room and adjourned for two weeks.

J. W. Bennett
clk.

May 16th,

Special meeting of trustees was held and order signed for unexpended balance $142 49/100 —

J W Bennett clk

June 20th,,

Adjourned meeting was held and orders for unattended balances drawn as follows, for 1890 - $2 29/100
1891 - $105 20/100

J W Bennett
clk.

August 1st,,

Regular meeting was held at the librarians room. Voted that the librarian be requested to allow the magazines go out when the volumes were, in her opinion in proper condition to be used —

J W Bennett
clk.

Oct. 3d.

Regular meeting of the board held at the librarians room and there being no business to transact the meeting adjourned

W. O. Bennett, clk

Dec. 6th

Regular meeting of trustees was held but no business transacted.

W. O. Bennett, clk

— 1892 —

Feb. 6th.

The regular meeting of the board was held but a quorum not being present no business was transacted,

W. O. Bennett, clk

March 7th.

The annual meeting of the board was held at the librarians room, and present officers were all re-elected to serve another year

The secty of the board was authorized to renew contracts with Mr. Gerald, and the American Express Co. at prices not exceeding those paid the last year - Voted that Mr. Gerald be instructed to examine books when returned to him and if any are returned in bad condition to report same to the librarian, Voted. That the Chairman make out bill and draw an order on the Town Treas. for $12 - for estimated incidental expenses for the coming year - Adjourned to meet the first Sat. in May -

May 7th -

Adjourned Meeting -

Voted that the purchasing Agt. be requested to bring the matter of some concession in price paid the "Original" book club for their periodicals, at their next annual meeting. Meeting approved records of Feb. meeting as they now stand Adjourned

Ed. Bennett clerk

Apri 29. The annual meeting of the Library Trustees was held Apri. 29. at the Librarians room. Mr H. C. Parment was chosen chairman for the coming year. Mrs John Heard Librarian Mr Gerald Asst. Librarian at Cochituate Miss E. A. Heard Sec.
Voted that Mr Connelly make the arrangement with Mr Gerald, also with Mr Atwood for the transportation of the Books each week.
Voted that Mrs Heard be given $2.00 for incidental expenses.
Voted, that Mr Connelly prepare a Catalogue of Books for Cochituate since 1889 and find estimates for Type writing and present to the Trustees.
Voted that Miss E. A. Heard be purchasing Agt for 93 and 94.
Voted, that all Books purchased from Mar 1st 93 to Mar 1st 94 be catalogued in the Librarians Report and every year thereafter.
Voted that the Trustees hold their meeting the first Saturday of every Thirteenth.

1893

June 3rd The regular meeting of the Trustees was held.
Voted, that the Librarian provide sheet lists of Books that have not been catalogued for Cochituate.
Voted, Whenever new books or book be added to the Library, it shall be posted at Vaughan and Cochituate within two weeks after the purchase.
Voted, that the list of Fines presented by Mr Connelly June 3rd 1893 shall be cancelled.
Voted, that all outstanding Fines not paid in thirty days from date the person or persons to whom they were issued shall be suspended from the use of the Library and all fines hereafter accruing must be paid in thirty days.
The meeting was adjourned.

Aug. The regular meeting was held but there being no quorum present the meeting adjourned to Oct 7th

1892

Oct 4th The regular meeting was held but a quorum not being present, and no business of importance to attend to it was adjourned to the regular Dec. meeting.

Dec. The regular meeting was held at the Librarians room.

Voted. That Mr H. D Parmenter act as agent to attend to the repairing of the Furnace.

Voted. That Mr Connelly be authorized to procure two of the printed copies of Rules & Regulations not to exceed in price $7.50 Adjourned to Feb.

1894

Feb. The regular meeting was held at the the Librarian room.

Mr Connelly presented a copy of Rules & Regulations, and it was decided that only two copies should be ~~ordered~~ procured

April 7 The regular meeting was held at Librarians room

Organized under choice of Officers H. D

Parmenter. Chairman
E. A Heard, Sec, the purchasing Agent
Mrs John Heard Librarian
Mr Gerald Librarian at Cochituate.

Voted Mr Connelly make arrangements with Mr Atwood for transportation of Books.

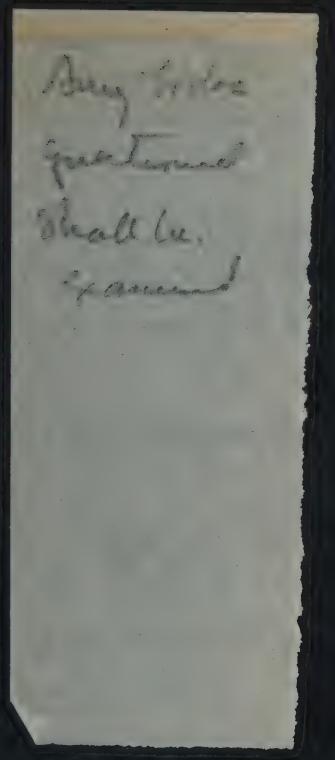
Voted To allow Mrs Heard as Librarian Twelve dollars for incidental expenses for the year

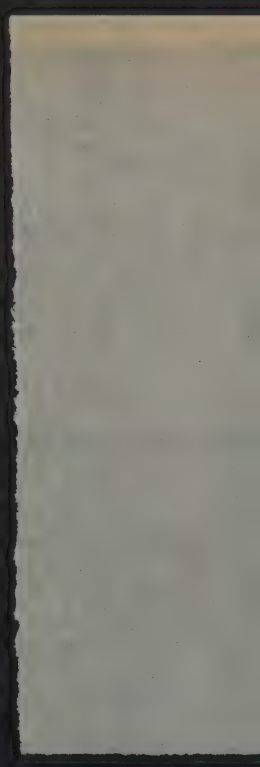
Voted That Miss E. A Heard draw all monies due the Public Library and transfer the same to the Treas. of Library Funds.

Voted, That the Catalogue prepared by Mr Connelly be given to the Librarian for examination and approval before being printed

June Regular meeting but no business transacted

Aug Regular meeting





Oct 6 Regular meeting with five members present

Voted, that the Furnace Bill be approved and payed, through Mr A. D. Parmenter.
Bill $25.00

Voted, that the unexpended balance of nineteen dollars, in Miss E. A Deered's hands be expended towards the purchase of a set of Balzac, the rest to be drawn from the Library Appro.

Voted, to accept the Supplement prepared by Mr Connelly and pay the Bill
$9.00

Voted, that the book on Ornamental Treasurement for examination be returned.

Voted that the new Books at this date be accepted, and if any are questioned they shall be examined by some member of the Trustees.

Dec Regular Meeting. but no Meeting held only one member present

1895. The annual meeting of Library Trustees held at Librarian's room with five members present.
H. D. Parmenter was chosen Chairman Miss E. A. Heard Sec. also Agent for buying Books. Mrs John Heard Librarian
Voted. That the Library Treas. advance the sum of $12. for Incidental expenses.
Voted That N. R. Gerald be appointed Asst. Librarian at Cochituate.
" That Mr Connelly make the best terms possible with American Express for transportation of Books.

Mar 8 An extra meeting of the Trustees to hear the Report of Librarian
Voted That Librarians Report be accepted except that clause referring to the opening of Library twice each week.

May 3. An extra meeting to make plans for a new Catalogue.
Voted That Miss Heard investigate to the end concerning Experts and their

terms, Voted that the Trustees meet with the Selectmen Aug 31st to fill the vacancy made by Mr Carmenters resignation

Aug 31st An extra meeting with the Selectmen to fill vacancy (AA Carter voted)

Voted, that E. A Heard catalogue the next purchase of Books.

Voted, that the business of adopting the Card Catalogue be referred to Mr R. T Lombard and Miss E. A Heard

Voted, that no Bills be paid unless the Clerk be one of the Trustees who approved the Bill.

Meeting adjourned to Oct.

Oct. No meeting held

Dec 6th Regular meeting held and all the members present.
Report of the last meeting read and accepted.
Report of Sub committee on Catalogue read by R. T. Lombard, and accepted.
Voted that a committee of one be appointed to procure a duplicate Key for Library said Key to be deposited with Miss E. A. Heard.
Voted, that Mr Lombard procure the above Key.
Voted that Mr J Connelly be Chairman of the Board of Trustees for the remainder of the year.
Bills approved.
Box for transferring Books to Cochituate. $3.50
De Wolfe Fiske & Co. Books $5.34
Meeting adjourned.

Mrs. S. E. Heard - Librarian.

Dear Madam -

The repairing of "The Old Green Store" tempted me one day to drop in and once more take a look at its large timbers that once constituted the frame of the Meetinghouse erected in the North Cemetery in 1687, - the Third, in its order, built on or near the same spot.

It was taken down in 1728, and re-built on the spot now occupied by J. Mullen's house, where it stood until 1815, when it was again taken down, and re-erected where it now stands.

A part of one of the Pitch-pine timbers (hewn 14 in. square) had recently been removed, a piece of wh. I solicited and obtained as a Relic.

The inclosed is at yr. service for the Library if you think worthy a place there -

Very truly Yr.

J. S. Draper

Apr. 20 - 1889.

Craig, Mary.
Ten thousand several doors.
New York, Hawthorn [c1973]

t

1870 - 1905

May 1895.

At the annual Town Meeting held the present year, the sum of three hundred and seventy-five dollars ($375.00) was appropriated for a Catalogue for the Public Library. It was found that this sum was entirely inadequate to pay the labor of preparing and expense of printing a Finding Catalogue such as at present used. After a full investigation by the Trustees, it was unanimously decided to adopt the new and somewhat experimental system of what is called the "Card Catalogue". The Trustees were fortunate in securing the services of the Rev. Edgar J. Banks, a citizen of the Town who from experience and education was peculiarly fitted for the work. Under the direction of the Trustees Miss Emily A. Heard a Trustee, was associated with him and with her assistance, the Catalogue was completed to the entire satisfaction of the Board and with credit to those who prepared it. While it is not expected that perfection has been attained, yet it is thought

that it is so nearly correct, that with use and attention it can be made so. The desire of the Trustees has been to increase the usefulness of the Library, accomodate its patrons and lighten the labor of the Librarian as fast as it could be done with the means entrusted to them It cannot be expected that a change so radical can be introduced without criticism, or that all will be united, yet we believe that in time, the wisdom of the change will be fully vindicated.

R. S. Lombard.

Feb. 8th The regular meeting of the Trustees was held at the house of Miss E. A. Heard and a quorum not being present adjourned to meet at same place Feb 15th.

At this meeting no quorum was present and no business transacted, except the reading of Librarians Report by the three members present.

April 4th 1896.

The Annual Meeting of Trustees was held at the house of Miss E. A. Heard.

Present Miss E. A. Heard Mrs. Brahican and Messrs. Lombard Heizer & Draper.

Organized by choice of Mr. Heizer Chairman Miss E. A. Heard Sec.

Voted That Mrs. S. E. Heard be Librarian and Purchasing Agt for current year.

Miss E. A. Heard immediately resigned as member of Board of Trustees.

Voted To adjourn to Library Rooms.

Voted To adjourn to Library Rooms Sat. eve at 7.30 P. M. Apr 11th

E. A. Draper
Sec Pro Tem.

April 11th 1896.

Library Trustees met at Library rooms —
Present Mrs. Braman & Mess Hazen Lombard & Draper —
No business transacted —
adjourned until Sat. May 2nd to meet at Library rooms at 7:30 P.M.

J. A. Draper
Sec Pro Tem.

May 2nd 1896,

Trustees met at Library rooms this evening at 7.30 -
Present Mrs. Brannan & Messrs Heizer Lombard & Draper.

Voted. That R. P. Lombard ascertain the cost of a bronze tablet & location for a monument for Library -

" That Mr. Heizer employ some one to securely fasten windows in Library rooms -

" That Trustees pay same money to both Book Clubs for their magazines viz; seven dollars -

" That Librarian travelling expenses be allowed when purchasing books for Library -

Voted That Assistant Librarian at Cochituate be reappointed —

Bills — Approved;

Bill of Asst. Librarian at Cochituate for forty ($40) dollars.

" Bill for incidentals for Librarian at Wayland —

Voted — That the regular meeting for the Trustees shall be the first Sat. in every second month from June 6th —

Adjourned —

E. A. Draper
Sec. Pro. Tem —

June 6th 1896.

No quorum —

J. A. Draper
Sec Pro Tem.

Aug 15th 1896.

Trustees met at Library rooms -
Present
Mrs. Heizer - Prescott
Draper & Mrs. Brannan -

Voted J. A. Draper to be Sec of board -

Voted To open Library during Sept Oct. & Nov. Wed. afternoons from 3 to 5.30 o'clock P. M. and Sat. afternoons & evenings as usual -

Voted To make Mrs. S. E. Heards salary as Librarian $300 for current year -

Voted If Library is kept open for the full year - salary of Cockituate Librarian be $100 -
Adjourned to Oct 3rd J. A. Draper Sec.

October 3d 1896

Regular Meeting of Trustees —
Messrs. Hazen Lombard, Bennett & Draper
present —

Voted To rescind vote passed at last meeting
in regard to salary of Asst Librarian —

Voted That if Library is opened for the full
year on Wed & Sats, that the pay of
Asst Librarian be sixty dollars per year.

Adjourned to Sat Oct 10th at 4
o'clock P. M.

L. A. Draper
Sec.

November 14" 1896,

Special Meeting of Trustees -
Present Mrs. Braman Mrs
Harris & Draper -

Voted - To obtain a suitable boulder & place for Tablet in Library grounds -
" To accept Portrait of Hon. J. L. Draper presented to Library by his sons & chose T. W. Braman to acknowledge the receipt -
" To purchase new books to the value of $100
" To employ a person to light the lamp in front of Library room and instructed J. A. Draper to hire the same -

J. A. Draper
Sec

Dec 5-96 Regular Meeting of
Trustees — No Quorum
present —

J. A. Draper
Sec

Feb. 6th 1897

Regular meeting of Trustees.
Present Messrs Nelson Bennett
& Draper —
Only business was approving bills —

J. A. Draper
Sec'y

Feby 27th 1897.

Meeting of Trustees (special)

Present Messrs Hazen Lombard & Draper—

Voted That Mr. R. T. Lombard procure a Bronze tablet suitably inscribed to commemorate the establishment of our Town Library —

J. A. Draper Sec

Apr 3rd 1897 –

Annual meting of Trustees held at Library room –
Present Mrs. Brannan Miss Keizer Richardson & Draper –
Organized by choice of Mr. Keizer Chairman & Draper Sec.
Appointed Mrs. Heard Librarian & Purchasing Agt –

Voted Mrs. Heards salary to be $300. –

" Library shall be open same as heretofore on Sats and from 2 to 4 Wed. P.M. during 9 mos. while schools in session.

" That Mr. Gerald be assistant Librarian at Cochituate at same salary as heretofore – $40.

" That J.A. Draper secure some one to light lamps front of Library room.

Voted — That J. A. Draper arrange for the carrying of Books to & from Cochituate —

" That sets of Books now incomplete be filled = damaged books be replaced & bal. of funds be expended for new books —

" That three (3) members of Trustees constitute a quorum —

" To accept resignation of Mrs Braman

" Vote of thanks to Mrs. Braman for the interest & faithfulness she has shown as Trustee during her long service —

Adjourned subject to call of Sec —

J. A. Draper
Sec

Apr. 24" — 1897

Trustees met with Select Men and chose Mr. Arthur G. Bennett to fill place of Mrs. E. B. Braman for the present year —

J. A. Draper

Sec

Sept 4th 1897

Trustees met - Present Messrs Herzin Connolly & Draper

Voted That 2 vols. Lippincott Cyclopedia & 8 vols. Winsor History be loaned to Wayland High school until July 1st 1898.

That 7 vols. Earth & its inhabitants be loaned to Cochituate Grammar school until July 1st 1898.

Voted That a vol. of "Wayland in the civil war in each of two schools above mentioned -

Voted above vols to be valid only on condition that the Principals of the schools assume responsibility of the safe return of said books

Voted That a copy of "Wayland in the Civil War" be put in Library -

Voted That Teachers be allowed to take 10 copies of books from Library -

Voted That when new books are put in Library a list shall be sent by Librarian to each Librarian

Adjourned to Sept 18th - 97 -

J. A. Draper
Sec

Sept 18th 1897—

Trustees met — Present Mess Miss Richardson Lombard Bennett & Draper

Voted To reconsider vote passed at last meeting relating to loan of books to Schools —

Voted That such books as the Trustees designate shall be placed in the reading-room = and the reading room shall be accessible to the Public on every Sat. from 9 a. m to 12 m —

Voted That the first Sat. in each month be the regular meeting for Trustees —

Adjourned to Sat Oct 2nd

J. A. Draper Sec.

November 6th 1897

Trustees met – Present Messrs
Lombard Connelly Bennett
& Draper –

Voted To take from Wayland Book
Club the following magazines at
$3.50 pr year from Jan 1st 1898 to
Jan 1st 1899 –

Atlantic
Scribners
Chautauquan
Harpers Bazaar
Popular Science
Century
From New Book Club – on same
terms –

Harpers Monthly Scientific American
" Weekly
New England
St Nicholas
Household

J. A. Draper
Sec

Dec 6th 1897

Trustees Met - Present Messrs Keizer Lombard Richardson Bennett & Draper

Voted To rescind all votes regarding the Book Clubs passed at last meeting -

Voted To take from Wayland Book Club from Jan 1st 1898 to Jan 1st 1899 the following publications

Review of Reviews
Bookmans
Popular Science
Harpers Bazaar
Atlantic
North American Review
St Nicholas

Trans New Book Club

Scientific American
Harpers Weekly
Century
Scribners
Chautauquan
New England
St Nicholas
Knickerbocker

Voted That Sec correspond with Mrs Sidney Hayward in regard to gift for Safe for Library

adjourned
J. A. Brazier
Sec

March 5th 1898

Trustees met — Present Messrs
Hevier Lombard Bennett & Draper —

Voted to expend $125.00 for new Books

Adjourned to call of Sec —

J. A. Draper Sec —

April 2nd 1898

Trustees met = and organized by choosing Mr. C. W. Kuzer as Chairman & A. A. Draper - secretary - Present = Mess Kuzer = Burnett Richardson & Draper -

Voted That Mrs. S. E. Heard be Librarian & Purchasing agt for the year at salary of $300 -

Voted That all bill must be approved by Sec. and two other members of Trustees -

Voted That Mr Gerald be auth Librarian at Cochituate same salary as the past year $40 -

Voted That three members of Trustees shall be a quorum to transact any business -

Adjourned subject to call of Sec—

J. A. Draper Sec

May 7th 1896

Trustees met at call of Sec.

Present Messrs Hazen Richardson
William Connolly & Draper

Voted: That whenever a book taken from the Library by a citizen of Cochituate has been used in such a manner as to necessitate notifying - it shall be done by the Asst Librarian —

Adjourned subject to call of Sec.

J. A. Draper
Sec

Sept 24th 1878

Every Member of Library Trustees was present at a meeting today —

Voted, That Library be closed for the Annual examination from Oct 22nd to Oct 29th — All books to be returned to Library Oct. 22nd —

Adjourned to call from Sec —

J. A Draper
Sec.

Feb 25th 1899 -

Full Board of Trustees
met this day -

Talked -

Adjourned to Mar 3rd 1899.

J. A. Draper sec.

March 4th 1899—

An adjourned meeting of Trustees was held to-day at house of Mr. Williams (Cochituate).
A full board present—

Voted To accept - adopt & have printed the report of Librarian -

Voted. That Messrs Richardson & Connolly be a Com. to purchase $28. worth of Books for Library -

Voted That Messrs Heuzir & Connolly be a Com. to confer with Town Finance Com= to urge their reporting to the Town= that they grant for the Library $500 for the current year.

March 4 1899.

Copy of Library Trustees Report.

In making our Annual report we wish to call your attention to a few facts We find all the Books in their places - We believe that at least one hundred and fifty new books should be added each year -

The Expenses for the past Year were as follows -

Librarians Salary	$300.
Assistant Librarian at Cochituate	40.
Expressing Books to Cochituate	35.72
Fuel	86.87
Binding Books	11.64
Magazines	7.00
Janitor	5.00
New Books	60.
	$497.73

The running expenses for the coming year cannot consistently be reduced - and we ask for an appropriation of $500. -

C. W. Herzer Chairman
A. G. Bennett
John Connelly
C. B. Williams
C. F. Richardson
J. A Draper Clk.

April 1st 1899.

The Trustees met at the Library and organized by choosing Mr. John Connelly, Chairman, and Charles F. Richardson, Secretary.

Those present were Messrs. Bennett, Sloan, Connelly Williams, Larsen and Richardson.

The records of the last meeting were read and approved and the report of the Committee appointed to confer with the Town Finance Committee to secure from the Town $500. for the current year was accepted.

Voted to defer the election of Librarian until the next meeting.

Voted - that the Secretary write to Rufus E. Corlew, and J. H. Heffron, both of Pocahontas, and ask them to formulate, in writing, their charges against the conduct of the Library, and forward them to the Trustees in season for consideration on May 4th 1899.

Voted - that all charges preferred shall come before the full board.

— Meeting of April 1. 1899, Continued —

Voted - that four shall Constitute a quorum of the Board of Trustees.

Voted - that the Trustees meet on the first Thursday of each month until further notice, and that the Secretary reasonably notify all members of the board, of each meeting.

Voted - that all bills be approved by the Chairman, Secretary, and at least two other members of the Board.

Voted - to adjourn.

A true record — Charles F. Richardson, Secretary

May 4. 1899

All members present

The records of last meeting were read and approved.

Secretary reported that in accordance with the vote passed April 1. 1899 he wrote to Rufus E. Carlton and J. H. Hefflon, individually, to formulate in writing their charges against the Conduct of the Library, and forward them to the Trustees in season for consideration on May 4th 1899, & that Mr. Hefflon had made no reply.

A letter from Mr. Carlton was read. It contained only a few suggestions.

Voted. that the Secretary learn from the Librarian What the difficulty is as to children drawing books from the Library, and then answer Mr. Carlton's letter of April 29. 1899 suggesting to him that the teachers now have and have had the privilege of taking out books for school use each Library day and that it would be well to call the teachers attention to this privilege; and further that it is the desire of both

the Trustees and the Librarian heartily to co-operate with the teachers to make the Library serve its most useful ends, and that all written complaints ~~with regard~~ and suggestions as to its conduct will receive their earnest consideration.

Voted that Messrs Bennett, Connelly and Richardson be a Committee of three to present within three months a copy of proposed by-laws for the Library.

Voted - that Mrs. Heard be re-elected Librarian for the ensuing year at a salary of $300. per year.

Voted - that Mr. Gerald be re-elected Librarian for Coolidge for the remainder of the School year, at $40.00 per year.

Voted - that Mr. Connelly renew the arrangement with the American Express Co as to transporting Library books to and from Coolidge.

Voted - that the Librarian order De Wolf Hicks & Co to send to Wayland on approval the books contained in

the Trustees list thereof.
Voted - to adjourn.

A true record. Charles F Richardson
Clerk

June 1. 1899. All present, except Mr. Williams
Records of previous meeting read & approved.
Mr. Connelly reported that the American
Express Co- agreed to carry library books
to and from Co district, united Trustees
noted at the same rate as that of
last year.
Adjourned subject to the call of Secretary

A true record. Charles F Richardson
Secretary

September 3rd. 1899
Messrs Connelly, Bennett and
Richardson met, but there being no
quorum, they adjourned.

A true record. Charles F Richardson
Clerk

November 2. 1899

All present.

Records of meetings on June 1st & Sept 3 1899 read and approved.

Report of Committee on by-laws were read but recommitted for further consideration.

Voted - that the following magazines be found:- North American Review, Atlantic Monthly Century, Harpers Monthly, Review of Reviews, & St. Nicholas and the back volumes of Harpers Monthly that need rebinding

Voted - that the Library be open Saturdays from 6.30 to 9 P.M.

Voted - to adjourn

Attest record - Charles F. Richardson
Clerk

December 7. 1899.

All present except Messrs Shaw and Cowen

Records of previous meeting read & approved.

General discussion

Voted to adjourn

A true record. Charles F. Richardson
Clerk.

January 7th 1900.
Met at Mr. Williams house in Columbia. All present except Mr. Bennett. Mr. Connelly having tried to get the Selectmen to pay the Library wood bill reported that the Library must pay for its fire wood.
Voted - to adjourn

A true record Charles F. Richardson
Clerk

Note. No quorum could be collected for 3 ct. meeting
C.F.R. Clerk

March 1st. 1900.
Messrs Shaw, Connelly & Richardson met at Wayland Inn. No quorum. terrible rain storm
Charles F. Richardson
Clerk.

Report of Trustees of Public Library.

To the Citizens of the Town of Wayland:

The trustees respectfully submit the following report:

During the past year nothing out of the usual routine of the library has happened.

The annual inspection in October resulted in finding the books and furnishings in good condition, aside from the ordinary wear arising from use.

The trustees have paid all accounts to the first of March, in accordance with the town's by-laws, as will be seen in the report of their treasurer, under expressage, librarian's and assistant librarian's salaries. Heretofore the custom has been to allow the expressage, the three month's salary of librarian, and the whole year's salary of the assistant librarian to go over into the succeeding year. The unexpended balance in the treasurer's report is due to the dog tax received late in February. This has been applied to the spring books purchased early in March.

On August 7th, of this year, the first half century of the library's existence will be completed, and some fitting recognition of the fact seems worthy of the town's consideration.

Respectfully submitted,

JOHN CONNELLY, *Chairman.*
CHARLES F. RICHARDSON, *Clerk.*
ARTHUR G. BENNETT,
C. B. WILLIAMS,
HARRY E. CARSON,
FRANCIS SHAW.

1900 April 12th

The Trustees met at the Selectmen's room. There were present Messrs Connelly, Shaw, Williams Carson, Bryant and Bennett

Mr. Connelly was chosen Chairman and Mr Bennett, Secy.

Records of previous meeting having been read and approved a brief discussion followed with reference to election of Librarian for the coming year.

It was unanimously -

Voted - That Mrs S. E. Heard be re-elected Librarian for the ensuing year at a salary of $300. per year

Voted - That Mr. Gerald be re-elected Asst. Librarian at Cochituate for the year at a salary of $40 -

Voted - That the Chairman be authorized to make an arrangement with the Am. Express Co. with reference to transportation of books to and from Cochituate

Voted - That Mr Connelly & Mr Carson constitute a Committee to report to the

Board of Trustees, suggesting a plan with reference to moving books from the old to the new building, and what appropriation should be asked from the Town for that purpose.

Voted - That the Chairman confer with the Librarian concerning fines chgt to Miss Mary Damon, and adjust the same.

Voted - That a copy of Art. VIII of the proposed by-laws, viz: "No book, pamphlet, work of art or other property whatsoever, offered by any person to the Library shall be accepted and placed therein except by express vote of the Board of Trustees. A notice of acceptance shall then be sent to the givers with suitable acknowledgment" be sent to the Librarian.

Voted - That a requisition for all needed articles shall be submitted to the Trustees for approval by a quorum before purchasing.

Voted - To adjourn -

Arthur G. Bennett Secy.

May 3- 1900

The Trustees met at the library reading-room at 8¼ PM. Present Mr Connelly, Shaw Barron, Bryant, Williams & Bennett.

After reading of records of previous meeting reports from various Com. received and accepted. The Committee reported that the usual arrangement had been made with the Am. Express Co. with reference to transporting books to and from Cochituate.

Details of fines Chgd against Miss Damon having been given, all were remitted with the exception of those due on books for her personal use; this adjustment being satisfactory to both sides. Mr Connelly for the Com. with reference to moving books to the new building, told of his interview with Mr. Knight, a professional mover, of Cornhill Boston which gave the Trustees good information as to the probable time, and expense, necessary for this purpose.

After a brief discussion concerning a legacy to the library by Sarah Maria

Parsons ik was —
Voted that Mr Bennett be instructed to write to the Executor of the will for information, and report.
Voted to adjourn.

Arthur G. Bennett Secy.

Sep. 13- 1900

Meeting Called.
Messrs Shaw and Bennett present. No Quorum.
A.G. Bennett Secy

RIDER & SMITH,
COUNSELORS AT LAW,
ROOMS 111 AND 112,
NOS. 27 AND 29 PINE STREET,

JOHN M. RIDER.
JOHN R. SMITH.

TELEPHONE CONNECTION.

NEW YORK, May 9th, 1900

oo
m.
Parson and

PARSON'S ESTATE.

Mr. Arthur G. Bennett,
Sec. Wayland Public Library,
Wayland, Mass.

Dear Sir:-

Your letter of the 4th inst. to Mr. W. H. Parsons has been handed by him to us for answer.

The Public Library of Wayland has a contingent legacy under said Will of $300. The Will provides that in case any of the estate is left after Mr. Parson's life, that the legacy of $300 is to take effect.

In all probability there is sufficient estate to authorize you to expect to receive this legacy some time.

Yours very truly,

Rider & Smith

Sep. 27 - 1900

Trustees met at Librarian's Room.
Present Messrs Williams, Shaw, Carson and Bennett. Owing to the absence of the Chairman on motion of Mr. Shaw, Mr Williams was elected Chairman pro tem.

Report of previous meeting having been read and accepted; it ~~was~~ a report from the committee in the matter of the Parsons Legacy was received and it was Voted that letter from the attorney of the Estate be placed upon these records.

A general discussion then followed concerning occupancy of the new Library Building to the effect that it was Voted, that Mr Shaw as a Committee of one, confer with the Building Com. and Select-men on the subject, and report.

Voted to adjourn —

Arthur G. Bennett
Sec'y

Thursday, Nov. 1 – 1900

Trustees met at Librarians-room (new building). Messrs Connelly, Shaw, Williams, Careon, and Bennett present. Records of previous meeting having been read and accepted, the report of Committee to confer with Building Com. and Select-men with reference to keys of new building was received and approved.

Then followed an informal discussion with reference to condition of library finances, and prospects and probabilities of moving books to the new building and conference with Building Com., then in session, concerning opening the building on an appointed day for public inspection.

Voted that the Library Com. petition the Select-men to call a special town-meeting as commonly prescribed, with reference to moving the library, and appropriating money ($300 suggested) for maintenance of the same.

Voted that the Secy. notify Chairman of

Selectmen of this resolution
Voted to adjourn.

Arthur G Burnett
Secy

Wayland, Nov. 15. 1900

Trustees met at Townhall directly after Special Town-meeting at which the sum of $300 - in addition to the regular appropriation was ~~appropriated~~ to meet unusual expenses of the current year. Present Mrs Connelly, Shaw Carson Bryant and Bennett. Reading of records of the previous meeting having been dispensed with the best way of moving to the new building was discussed.

Voted that Mr Knight of Boston, be engaged with a suitable number of boxes, at $5. per day and expenses, to superintend the work. Mr Shaw kindly offered to be present as much of the time as possible, and furnish men and horses & wagon to assist. which offer was gratefully accepted by the Trustees

Voted that the services of Charles Vincent be secured, as janitor till Jan. 1 - 1901 at $21.00 a month in full consideration.

Voted that Mrs Connelly, & Bennett be instructed to contract for 10 tons furnace coal, to be delivered at once, on as favorable terms as possible with the condition that a sworn weigher's certificate must be furnished by the seller. Voted to adjourn. A G Bennett Secy

Wayland Dec. 6 - 1900

Trustees met at the Library at 7 45 P.M. All present. The Chairman called for records of previous meeting which were read and approved. Reports of Committees being in order Mr Shaw, informally, spoke of the process of moving from the old building, and his personal efforts in connection with the work were gratefully acknowledged by the Trustees. Mr Connelly reported for the Com. on purchase of fuel, with the bill, which was duly approved for payment.

Voted. That the Records of the Evangelical Religious Society in Wayland, at their solicitation, be accepted for deposit in the Library Safe

Voted that the Librarian be instructed to examine old pamphlets as to their desirability for removal to the new building

Voted that Mr. Shaw engage Messrs Fales & Co to finish the "Curio Case" to match the new wood-work, before moving it.

Bills being presented for approval, it was Voted that Mr. Shaw be a Com. of one to call

the attention of the Librarian to votes recorded defining the duties of the Office

Sundry letters having been presented with reference to Janitorship, after Jany 1st, it was Voted that Messrs Connelley & Shaw Constitute a Com. with full powers to fill the position.

Voted that subscriptions for one year, from Jan 1901, be made at once by the Chairman for the following: "Century" "Harpers Monthly Mag" "Scribners" "Munseys" "St Nicholas" "N. Weekly" "Sat Evening Post" "Ladies Home Journal" and "Youths Companion"

Voted that thanks of the Trustees be extended to Mr W. S. Draper for his gift of one year's subscription to various Magazines: And to Mrs Roby for two pictures (Webster & Clay) and bust (Emerson)

Voted. Messrs Connelley & Bennett purchase 50 books at once to be added to the library

Voted to adjourn.

True Copy

A. E. Bennett

Secy

Jany 3– 1901

Trustees met at the Library. Messrs Bryant Connelly Williams and Bennett present. Records of last meeting were read and approved. For the Committee to engage a janitor Mr Connelly reported that Charles Vincent would fill the position during the balance of the year ending in April next, at fifteen dollars per month. For the Committee on purchase of books the bill of D.W. Fiske & Co was presented showing the selection

The following bills were presented & approved

Dr. Wolff	Fiske & Co 50 books	53.66
	E. Knight & Son (moving	33.60
	C. Vincent janitor 6 Jan. 1	22.75
	A.K. Lovell sundries	6.74
	Librarian Salary	75.00
	J.H. Lee moving	1.75
		$192.50

Voted that Mr Connelly & Mr Williams select one hundred books to be added to the Library

Voted that Mr Williams purchase necessary toilet articles

Voted to adjourn—

A.G. Bennett Secy

Feb. 7th 1901

Meeting of Trustees called at Mr. Williams
No. quorum present.

Cochituate Feb. 15 – 1901

Trustees met at Mr. Carson's house,
Messrs Connelly, Williams, Bryant & Carson
present. Records of last meeting read and
accepted.

Committee reports: Mr. Williams reports
purchase of toilet articles.

The following bills were approved:

De Wolfe, Fiske & Co.	{87.53 / 18.63}
Damerell & Upham	24.15
N. R. Gerald	40.00
Stone & Forsyth	3.80
American Express Co.	5.95
Sarah E. Heard	50.00
Thomas Groom & Co.	2.00

Voted: That set of by-laws be accepted and
committee discharged.
That chairman recommend the
appropriation of $800.00 to Finance
Committee for maintenance of
library for coming year.

Voted: That chairman purchase certain magazines to complete library files.

That Mr Williams look into matter of placing hitching posts in front of library.

That Mr. Bennett purchase tin box for library papers, &c., to be placed in safe.

To adjourn.

N.E. Carson, Secy pro tem.

Wayland, March 1st 1901

Trustees met at the library at 7.45 P.M.; all present. The Chairman called the meeting to order, and the minutes of the previous meeting were read & adopted. The Librarian having been instructed, under Article X of the by-laws, with reference to opening the library on Wednesday afternoon and evening, a letter was submitted from her on which no action was taken.

Voted that the bill ($3.50) from the Wayland Book Club be approved, and that both book clubs be notified by the Secy. that these purchases will be discontinued.

The Librarian's annual report was read by the Chairman, also a form for the Trustees report — it was —

Voted that the Chairman and Secretary constitute a Committee to prepare these reports for printing in the annual town report.

Voted that the donation of books by the

Miss Loring be accepted
Voted that the Chairman be authorized to make necessary repairs of Shades, and purchase a supply of coal
Voted that Mr. Shaw be a committee with full powers, to act with reference to repairing and moving stacks from the old library-room.
Voted to adjourn.

A. G. Bennett Secy

Wayland Apr. 5 - 1901

Annual meeting of the Trustees at the library. Messrs Connelly, Shaw, Williams Carson, Bennett were present. Minutes of previous meeting were read and accepted

The organization for the new year resulted in the selection of Mr. Connelly, Chairman and Mr Bennett Secy. Reports from Committees being in order Mr. Shaw - with reference to refinishing old stacks - gave an estimate from Messrs Fales & Co of $5- each. It was left with him, under vote of previous meeting, to use his discretion in the matter.

Mr. Williams will report later as to placing a hitching post.

x The following bills were approved for payment

Jones McD. & Stratton	1.87
Charles Vincent	15.51
A. E Adams	31.94
Union Carbide Co.	18.75

x Mr. Connelly reported that new gas shades must be procured in N. Y. and they would be received as soon as possible

Voted that the Chairman make the best

terms possible, with the present Janitor, for the coming year. That he be authorized to reengage Mr Gerald, at the same salary as last year, and make arrangements with Am. Express Co. or R.R. Co. for transportation of books to & from Architects.

A letter was submitted asking for a testamonial of our gas plant on which no action was taken

Arthur G. Bennett
Secy

Wayland May 2d 1901

Trustees met at 7.45 P.M. at the library
Present Messrs Connelly, Williams, Shaw,
Bryant and Bennett. Records of previous
meeting were read and accepted. At
suggestion of the Chairman it was adopted
that the order of business should be—
reading of records. Reports of Committees.
unfinished business from former meeting.
Approval of bills. New business
For the Committee on transportation
of books Mr Connelly reported that
arrangements with Am. Express Co
had been made on the same terms as
before. On librarian at Cochituate that
Mrs Gould had been engaged at $40 per
annum. On Janitor that Charles Vincent
had been engaged at $15 per month
On refinishing stacks Mr Shaw reported
that 8 stacks were ready and moved from
the old to the new building. Messrs Fales &
bill for same was presented & approved
and returned to Mr Shaw to be handed to
the Treas. for payment on Mr Shaw's discretion

On Com. regarding librarian Mr Shaw read a letter from Prof Brooks of Amherst Ag. College. ~~The same~~ which required no action

Voted that the citation to appear at the Surrogate Court at Brooklyn N.Y. in the matter of the Parsons bequest be laid on the table.

Bills approved C Vincent 15.45
Sales Co. 25.00

Miss Williams & Connelly were made a Committee to examine the condition of volumes of Dickens ~~as to their need~~.

Voted to adjourn.

A. G. Barnett Secy

May 11 - 1901

Special meeting called Miss Connelly-Shaw & Barnett present. No quorum.

A. G. Barnett Secy

May-18-1901

At a special meeting called this date Messrs Connelly Williams, Bryant and Bennett were present.

Reading of records of previous meeting was dispensed with. The necessity of electing a librarian for the current year was discussed and it was

Voted that Mr Williams as a Com. from Correspond with the Librarian at Peterboro N.H. and report at an early date.

The Chairman conferred with Mrs Heard with reference to opening the library on Wednesday evening in accordance with the by-laws and reported that she must have extra compensation to do so. It was

Moved ~~Voted~~ that the Secy. inform her that her resignation would be acceptable.

Moved and adopted that this vote be laid upon the table.

Voted to adjourn

A. G. Bennett Secy

June 1st 1901

Trustees met at 7.45 P.M. All present.
After a general discussion as to the possibility of classifying & recataloguing the library it was —
Voted that a com. of two be appointed, to report in one week, with such information as could be obtained concerning an effort and cost of supplies necessary to carry on the work.
Voted that Messrs Shaw & Williams constitute said Committee
Voted that the Secy. inform the Librarian that her resignation, to take effect July 1st, would be acceptable
Voted that Mr Williams find out about purchasing a supply of Coal and report.
Voted that Messrs Connelly, and Carson be a com. to bring in names of eligible Librarians
Voted to adjourn till Saturday Evening June 8th

A. E. Bennett Secy

Wayland June 8 - 1901

At a special meeting of the Trustees, this date, Messrs Connelly, Carson, Shaw, Williams and Bennett were present.

Reading of records of the previous meeting having been dispensed with reports of Committees were in order

With reference to moving furniture and fixtures from the old library room Mr. Shaw reported that everything with the exception of the table and railing had been taken away, these he hoped the lessees would purchase.

Voted that the report be accepted.

For the Committee on Classifying and Cataloguing Mr. Shaw had received no reply from Albany (State Librarian's School) and Mr. Williams had ~~not~~ not heard from Mrs. C. Iffin, Librarian at Peterboro N.H.

For the Committee to present suitable names for the position of librarian a letter from Miss Sarah E. Lovell and one from Mrs Mary S. Fullick were placed on file

The Chairman reported orally from

[illegible] of [illegible] of Trustees Wayland Public Library held June 15—1901— at Library Building.

Messrs Connelly, Williams, Shaw, Bryant & Carson present.

Committee on cataloguing and classifying library, Messrs Shaw & Williams, presented some correspondence in regard to matter. but are to make further inquiries and report.

Letter from present Librarian read and placed on file.

Application for position of Librarian presented by Miss Staples.

Unanimously voted to appoint Miss Staples Librarian—

—Salary at rate of $300.00 per annum.

Voted that matter of informing Mrs. Heard as to decision of board in regard to her resignation, (in consideration of her letter above referred) be left to discretion of Secretary. (Decision being same as made at preceding meeting)

Adjourned. H. E. Carson

Voted — That Mr Connelly make arrangements Secy pro tem, with Miss Staples regarding position as Librarian.

Miss Staples that he had been unable to see her. A petition, variously signed by the citizens of the town, remonstrating against the vote of the Trustees, asking for the resignation of Mrs Heard, was submitted. Voted that said petition be placed on file.

Voted to adjourn till June 15-1901

A. G. Bennett Secy.

Sep. 11- 1901

Trustees met at the Librarians room. Messrs Connelly, Bryant, Brunett and Carson present. Records of previous meeting having been read and adopted reports of Com. were in order.

On the purchase of coal Mr Connelly reported, in the absence of Mr Williams, that the coal had been bought and delivered, at an expense of $90.74; bill for this amount was presented and approved.

On motion of the Chairman it was

Voted that the report of Committee to employ a substitute librarian be recorded by him on these records.

Voted that Messrs Connelly and Bryant constitute a Com. to expend for books the income from funds, due Jan. 1902, restricted for that purpose. With the suggestion that the books be delivered in Reason to be catalogued by Miss Jones.

Voted to adjourn

A. G. Bennett

Secy

Meeting of Board of Trustees of Public Library held at Wayland Mass, October 14 - 1901.

Members present Messrs Connelly, Shaw, Bryant and Carson

Committee on obtaining new books reported purchases to extent of $65.54, bill to date from January 1 - 1902.

Bills approved:

Librarians, (Mrs Small) salary	31.25
Janitors, (Mr Vincent) salary	15.75
Library Bureau	1.05
Sarah A. Lovell	68.75
Hammond Typewriter Co.	8.00

Voted: That Chairman procure accession book and book braces for shelves.

That magazines presented by Miss Anna L. Dudley be accepted and vote of thanks sent her.

That when new classified system goes into effect the book takers will be entitled to but one book of fiction at a time.

That "Life of Charles Bulfinch" be accepted and authoress and donor, Miss Anna Bulfinch, be tendered vote of thanks

That Librarian be instructed to return two books, lists of Army and Naval Officers of U.S.

Adjourned.

H.E. Carson

Secy pro tem.

Wayland June 22d 1901

Trustees met at the Librarian's room at 7¼ P.M. Messrs Connelly, Williams, Shaw, Carson and Bennett were present. Records of the previous meeting were read and approved. Reports from Committees being in order, on Librarian, Mr. Connelly reported that Miss Mabel T. Staples would report for duty about August 1st. For the Committee on Classifying and recataloguing Mr. Shaw submitted communications from Miss E. Louise Jones, of Waltham, which were acted on and placed on file. It was Voted that the Com. on Classification be discharged and that the Chairman and Secy be a Com. with full powers, to confer with Miss Jones and proceed with the work of classifying the library.

Voted that the Chairman complete arrangements with Miss Mabel T. Staples to begin her duties as Librarian July 1st 1901. with the understanding that if she found it necessary to delay till about August 1st

before reporting in person, she should provide a suitable substitute to carry on the work during July.

Voted that Mrs Heard be informed by the Secy. that Miss Mabel T. Staples had been elected Librarian from July 1st 1901. That the Trustees, fully recognizing her long and faithful devotion to the duties of Librarian take pleasure in spreading upon the records this acknowledgement.

Report from Com. on purchase of coal was given by Mr. Williams as to progress in that direction

Voted that the Chairman be authorized to replace gas burners with those of a newer and more approved pattern.

Voted to adjourn

A. G. Bennett
Secy

Wayland Novr 7. 1901

Trustees met at the Library. Messrs Connelly, Shaw, Williams, Carson, Bryant and Bennett were present. Meeting was called to order by the Chairman and records of two preceding meetings having been read and approved, the following bills were presented for signatures

Miss Marion Frost	18.34
Charles Vincent	15.00
Mrs. H. Rutter	10.00
Mrs. Small	25.00

After a brief discussion as to weighing charges for coal delivered by Adams it was

Voted that the Chairman notify him that the charges should have been paid by the Treas

Voted that Mr. Shaw constitute a Committee of one to see about binding old books

Voted that the Chairman be authorized to renew subscriptions for Magazines, with the addition of the "Bookman"

Voted that Mr. Williams be a Com. of one to confer with Messrs Tales & Co. about repairing stacks

Voted to adjourn

F. G. Bennett Secy

Thursday, Dec. 5 - 1901

Trustees meeting called. Messrs Shaw & Bennett present. No quorum.

A. G. Bennett Secy

Jany 9 - 1902

Trustees met at the Library. Present Messrs Connelly, Carson, Williams and Bennett. Records of previous meeting were read and approved. Reports of Committees being in order Mr Williams reported progress with reference to repairing stacks. It was Voted that Mr Williams be authorized to have the stacks put in order.

For Comtee on Magazines Mr Connelly reported that last years subscriptions had been renewed and that Mr. Wallace F. Draper will continue his contribution of "Review of Reviews" "McClures" "Cosmopolitan" & "Success"

Bills were approved viz.:

S. Wolfe Fiske	$ 65.54
Charles Vincent	16.18
Daniell & Upham	26.00
Librarian	25.00
	$132.72

Voted that the Librarian be instructed to notify Mr. Sanford that certain books, (two) in his possession during illness, possibly contagious, in his family, cannot be returned to the library. At the same time it be suggested to him that the volumes be replaced by new copies, by the Trustees, at his expense.

Voted that the Chairman write to Mrs Roby formally accepting Mr. Roby's portrait, and that he, with Mr A.W. Cutting, supervise hanging the same.

Voted to adjourn.

A.G. Bennett
Secy

April 3, 1902 -

Trustees met at Library and organized for the ensuing year. Present Messrs. Connelly, Shaw, Williams, Bennett + Alb. Cutting. Mr. Connelly was elected Chairman and Mr. Alb. Cutting, clerk.

Reports of Committees being in order, Mr. Williams as committee for repairs on Stacks reported that the necessary repairs had been made. Said report was accepted and committee discharged. It was then

voted That Mrs. E. W. Small be elected Librarian for the ensuing year at at salary of $300.

voted That the Chair be appointed a Committee to arrange with J. C. Vincent as janitor, and with Mr Gerald as Assistant Librarian at Cochituate the salary of the latter not to exceed $40 per annum. Also to arrange for transportation of books to and from Cochituate.

Voted That the Janitor be instructed to make the purchase of Carbide necessary, not to exceed 2000 lbs., obtaining the money from the Treasurer upon an order countersigned by the Clerk of Board of Trustees.

Voted That the Clerk write to Mrs. Warren G. Roby, expressing the Board's thanks and appreciation of her gift of a bronze and marble clock for the reading room.

Voted That the dates of meetings of the Trustees be the first Thursday in each month as heretofore.

Voted That a communication from lawyers in regard to the Parsons bequest (copy herewith filed) be referred to Mr. A. G. Bennett for answering.

Voted That Mr. Shaw be appointed a Committee to superintend the arrangement of the Curio Case in the gallery. Attest, adjourned

Bills approved Mrs. Small (Mar.) 25.
J. C. Vincent " 15.

Aug. Cutting
Clerk

May 1, 1902

Trustees met at the Library. Present Messrs. Bryant, Shaw, Bennett, Connelly, Cutting. Minutes of last meeting read and approved.

Mr. Connelly as Committee reported having arranged with J. C. Vincent as janitor for ensuing year at $15 per month; with American Express Co. for transportation of books between Wayland and Cochituate at $40 per annum; and with Mr. Gerald as assistant librarian at Cochituate at $30 per annum.

Mr. Shaw reported having arranged the Curtis Case but wished to further systemize the specimens.

Voted That Mr. Connelly be appointed a committee to accept from D. L. Boody a gift of the History of Middlesex County in 3 vols

Voted That the clerk buy some large sized envelops for filing papers.

Voted That Mr. Connolly be appointed a committee to purchase books during the year at a salt of $15 per month.

Mr. Bennett read several communication from Ruby + Smith in reference to the Parsons bequest, and reported correspondence as being in progress.

Adjourned attest Alb. Cutting Clerk

Bills Approved

Damrell + Upham	22.76
Mabel S. Small	25.
J. C. Vincent	15.25
Library Bureau	2.38

June 5. 1902

Trustees met at Library. Present Messrs. Bryant, Shaw, Bennett, Connelly and Cutting. The minutes of the last meeting were read and approved.

Voted That Mr. Shaw be appointed a committee to remove the portrait of the late James Sumner Draper from the Trustees room to the Delivery room and have the frame stained to harmonize with the woodwork of that apartment.

Voted That the clerk be authorized to accept the offer of a loan collection of photographs for exhibition in the library, tendered by the Committee on Libraries of the Woman's Education Assn of Boston.

Voted That the clerk purchase fifty feet of hose for use of janitor in grounds of Library.

Voted That a gift of $300. from Mrs. Sarah A. Whitcher for the purchase of books for the Library be accepted; and the clerk be instructed to convey to her the thanks of the Board.

Voted That a Committee consisting of Messrs. Connelly and Bennett be appointed to prepare a list of books to be purchased with above Sum and that this list be submitted to Mrs. Whitcher by said Committee.

Voted That Mr. Connelly make arrangements with J. C. Vincent as to a substitute for Hamilton during the month of July and that Vincent be granted leave of absence for that period, if satisfactory substitute be provided by him.

Mr. Bennett as Committee on Correspondence in regard to Parsons bequest reported having been advised by Counsel that the protection of

the Library's interests in action brought by Executor of Mrs. Parsons will for construction of same, rests with the Selectmen of the Town of Wayland, and that no further action by the Library Trustees is necessary.

Mr. Connelly as Committee on purchase of books submitted list purchased in May. Adjourned

Attest

Bills Approved Alb. Cutting Clerk

Union Carbide Co.	3.75
J. C. Vincent	17.23
DeWolfe Fiske & Co.	15.71

Bills Approved Sept 4, 1902.

Parlin Hardware Co.	5.22
Mabel T. S. Small	25.
J. C. Vincent	15.25
Damrell & Upham	14.88
L. K. Lovell	.90

Sept. 4. 1902

The Trustees met at Library. Present Messrs. Bryant, Cutting, Connelly and Bennett. The records of the last meeting were read and approved

Reports of Committees appointed at last meeting, with the exception of Mr. Shaw not present, were made and accepted; the various duties being reported as having been performed.

Voted That the gift of a "Life of Henry Bradley Plant" by G. Hutchinson Smith from the author, be accepted, and a acknowledgement be made by the clerk.

Voted That the clerk extend the thanks of the Board to the Hon. Chas. L. Tirrell M.C. for his attention to the request of Mr. Connelly in the matter of Census Reports being regularly sent the Library from Washington.

Adjourned Attest Alb. Cutting Clerk

Oct. 2, 1902

At a Trustee meeting called for this date there were present Messrs. Connelly Shaut and Cutting - No quorum.

attest Alb. Cutting
Clerk

Nov. 6, 1902

Trustees met at Library. Present Messrs. Connelly, Bryant, Williams, Bennett and Cutting - Records of last meeting were read and approved.

Reports of Committees being in order Mr. Bennett as Com. on correspondence in matter of Parsons bequest reported having received letter from Counsel (placed on file by Secretary) requesting affidavit that there is no other Public Library in Wayland other than the one represented by Mr. Bennett as Trustee This affidavit Mr. Bennett reported

as having forwarded.

Voted That the action of the Chair in purchasing two cords of maple wood for $9 per cord be approved.

Voted That a bill of $5 from Miss Sarah Campbell for services as assistant to Librarian in Annual inspection be approved and paid.

Voted That the Chair be appointed a committee to investigate the loss of a number of volumes reported missing by Librarian at Annual inspection.

Voted That in the matter of two volumes returned to Library mutilated the person charged with same be requested to replace them as per by-laws.

Voted That the gift by Mr. T. W. Lawson of one volume of "The Lawson History of the America's Cup" be accepted and acknowledgment sent by Secretary.

Voted That the gift by Mr.

John Q. Adams of one volume, "The History of North Brookfield Mass." be accepted and acknowledgment made by Secretary.

Voted That the Secretary be appointed a Committee ascertain the cost and prepare a design for a suitable letter heading for official use in the Library, and to report at next meeting.

Voted That Mr. Shaw be appointed a committee to attend to binding pamphlets and magazines at his discretion, and that notification of this vote be sent him by Secretary.

Voted That a gift of 19 numbers of Littell's Living Age from the Misses Loring be accepted and acknowledged by Secretary.

Voted That the Chair be appointed a Committee to renew subscription of magazines expiring.

Adjourned attest A. W. Cutting
Clerk

Bills approved, at end of this book under date

Dec. 4, 1902

Trustees met at Library. Present Messrs. Connelly Bennett Shaw Williams and Cutting. Mr. Connelly in the Chair. Minutes of last meeting were read and approved. Reports of Committees being in order the following reports were made and accepted. Mr. Connelly reported having renewed subscription for magazines expiring, the same as last year. In the matter of missing volumes Mr. Connelly reported that at the suggestion of the Librarian further investigation be made by her before further action. The Secretary submitted samples of note headings and paper for official use in the Library and quoted prices for same. Mr. Shaw as Committee on Binding quoted prices and reported the matter as being in progress under vote of last meeting. A communication from

Mrs. Small, the Librarian, was received, tendering her resignation to take effect the 1st of January ensuing, for reasons of health.

Voted That the Secretary be appointed a Committee to have prepared and erected a bronze tablet to commemorate the gift of the Library Building to the Town by the late Warren Gould Roby, in accordance with a vote of the Town passed at a meeting held Nov. 28, 1902. Said tablet to be placed upon an interior wall of the building at his discretion.

Voted That the gift of a biography of "Charles Eliot, Landscape Architect," and of "The Life of Marie Antoinette translated from the French of Maxime de la Rocheterie", from an anonymous giver, be accepted, with the grateful thanks of the Board.

Voted That Mr. Williams be appointed a Committee to attend to the introduction of electric

lighting in the Library building in accordance with a vote passed by the Town at a meeting held Nov. 28, 1902

Voted That the resignation of Mrs. Mabel T.S. Small as Librarian be accepted, and that the Secretary be instructed to convey to her the deep regret of the Board for the loss of her services, and their appreciation of the fidelity and efficiency which have marked her administration.

Voted That Mr. Williams be appointed a Committee to confer with Miss Ethel W. Carter with the purpose of securing her services as Librarian on the same terms as her predecessor, and to report at an adjourned meeting of the Board to be held Monday Dec. 8, 1902.

Voted That the Chair be appointed a Committee to buy what coal may be necessary for present needs.

Voted That Miss Ethel Nash be

required to replace a volume soiled by ink while in his possession, or to pay a fine of 50 cts therefor.

Valid That all magazines in use in the reading room, at the expiration of one month from their being placed there, be placed in circulation by the Librarian, who may formulate such system therefor as she may deem desirable or necessary.

Adjourned to Dec. 8, 1902 at 7.30 p.m. Attest Alb. Cutting Clerk

Bill Approved

J.C. Vincent	15.
Mabel T.S. Small	25.
Darnell + Upham	16.66
(addenda) J.F. Colt + Co.	3.72

Valid (At a-one meeting.) That the Secretary procure such note paper and envelopes properly stamped with title of Library as he may judge necessary; adopting suggestion made at this meeting. Alb. Cutting Clerk.

Dec. 6, 1902

Trustees met at Library - Full Board present - Reports of Committees being in order, Mr. Connelly reported the purchase by him of 5 cords wood at $4.00 per cord, no coal being obtainable.

Mr. Williams read letter from Miss Ethel W. Carlin declining the position of Librarian -

Voted That Mr. Bennett be appointed Committee to offer the position of Librarian to Mrs. Bessie Rutter, that he report result to Chair, and that they be given authority to act for the Board in the matter.

Voted That the gift from an anonymous giver of the following books be gratefully accepted -

1 Vol. "Memoir + Correspondence of Lyon Playfair."
1 - "Back to the Soil" by Bradley Gilman
3 Vols. "Henry S. Bryson Medical Papers and Addresses."

Adjourned - Attest Alb. Cutting Clerk -

Jan. 1, 1903

Trustees met at Library - Present Messrs. Connelly, Shaw, Bryant and Cutting. Records of last meeting were read and approved. Reports of Committees were received and accepted as follows: Mr. Connelly, that fine of 50 cents imposed on Miss Ethel Nash for mutilation of book had been paid. The Secretary, that order for memorial tablet had been placed with Messrs. T. F. McGann & Co. for $140 - as per drawing submitted to Trustees at last meeting. The Secretary that a steel die for stamping the title of the Library on note paper for official use had been prepared and also a supply of paper and envelopes ~~prepared~~ secured. The Secretary begged the privilege of presenting the file to the Library, which gift was accepted with thanks. Mr.

Shaw, that the matter of binding was in progress. The Chair reported that Mr. Williams as committee on electric lighting had received a bid from McKenzy + Waterbury to do the work for $1225. exclusive of supply of bulbs, which was under consideration.

Messrs. Connelly and Bennett reported having offered the position of Librarian to Mrs. Bessie Rutter, which was declined. That having received an application for the position from Miss Margaret Wheeler, they had met her and feeling satisfied with her qualification, had offered her the position for the remainder of the year, to begin Jan. 1st, on the same term as her predecessor; said offer being subject to the ratification of the Trustees at their next regular meeting.

Voted That the report of Messrs Connelly and Bennett be accepted and that their action be ratified.

Adjourned. Attest Ava. Cutting, Clerk.

February 5, 1903

Trustees met at Library. Present Messrs. Connelly Shaw Bennett Williams & Cutting. Minutes of last meeting read and approved. Reports of Committees being in order the following reports were made as "In progress" - Mr. Williams, as to installation of electric lighting, Mr. Shaw, book binding, Mr. Cutting, memorial tablet. The Chair reported interview with Mr. Wallace S. Draper, who agreed to renew subscriptions for magazines presented by him for several years.

The Annual Report of the Librarian was received in manuscript, and it was

Voted That the report be accepted and printed after revision by the Chair.

Voted That the Chairman draught the Annual Report of

Trustees to the Town, and submit it to each member of the board for approval and signature.
Adjourned Attest Alex. Cutting
Clerk.

Bills approved
See list at end of book.

April 8, 1903.

Trustees met at Library and organized for the ensuing year.

Present, Messrs. Shaw, Bennett, Williams, Gerald and Richardson. Mr Cutting being in Europe.

Mr. Bennett was elected Chairman,
Mr. Cutting Clerk, and Mr Richardson Sec. pro tem.

Minutes of the last meeting were read and approved

The report of Committee on Electric Lighting was made and accepted, as was also that relating to binding of books and magazines.

Voted That the election of Librarian be deferred until the return of Mr. Cutting.

Voted That the election of Janitor be deferred until the return of Mr. Cutting

Voted That "The Story of My Life" by Helen Keller, and "Lady Rose's

Daughter" given by Mr. Shaw, be accepted with thanks.

Voted That the Chairman be authorized to arrange with the American Express Co. for the transportation of library books to and from Colchester.

Voted That the election of assistant Librarian be deferred until the return of Mr. Cutting.

Voted That Messrs Shaw and Bennett be a committee of two to submit to the trustees a list of books, and to purchase such of them as are selected by the trustees, said purchases not to exceed $100.

Voted That Mrs. Robie's donation of twelve number of the New England Magazine for 1902 be accepted and a note of thanks be sent to her.

Adjourned.

Charles J. Richardson, Sec. pro tem

Bills approved,
See list at end of book.

May 23, 1903.

Trustees met at Library. Full Board present. Minutes of last meeting read and approved. Committee in charge of books reported matter in progress.

Voted That Committee on purchase of books be authorized to purchase at discretion.

Voted That a gift of the following books from Mr. Shaw be accepted with thanks. Viz.-

Ronald Carnaguay
The Mannering's
The Lighting Conductor
Mrs. Tree.

Voted That a gift of $34.20 from the Committee in charge of the lecture course given the past winter, be accepted, and the Secretary be instructed to convey to the Rev. S. J. Beach the thanks of the Trustees.

Voted That the books "Lives of Harvard", be sent down from

circulation.

Mr. Bennett as Committee on Correspondence in regard to Parsons bequest reported having received a check from the Executor of the estate for $253.91

Voted That Mr. Bennett be appointed a Committee to confer with the Selectmen of the Town as to disposition of same.

Voted That a fine of 35 cts. be imposed for damage to book "Wild Beasts".

Voted That the monthly meetings of Trustees for the ensuing year be the 2d Wednesday in each month.

Voted That Miss Margaret E. Wheeler be re-elected Librarian for the ensuing year upon the same terms as before.

Voted That Mr. Gerald be a Committee to tender to Mr. Gerald of Cochituate the position of Assistant Librarian upon the same terms as before, for the

ensuing year. the chair

Voted That ~~Mr. Shaw~~ be a Committee to arrange with J. C. Vincent for his re-election as Janitor for the ensuing year, upon the same terms and conditions as heretofore.

Mr. Shaw as Committee for arrangement and classification of the Mineral Collection reported having completed the work.

Adjourned. Attest Aw Cutting
Clerk.

June 10, 1903

Trustees met at Library. Present Messrs. Bennett, Shaw, Gerald Richardson and Cutting. Minutes of last meeting were read and approved. Reports of Committees being in order the following were made.

Mr. Gerald reported having secured the services of Mr. N.R. Gerald as assistant librarian at Cochituate for the ensuing year upon the same terms and conditions as heretofore.

Mr. Bennett reported having secured the services of Miss Margaret E. Wheeler as Librarian and J. C. Vincent as Janitor, for the ensuing year, upon the same terms and conditions as heretofore.

Voted That the above reports be accepted.

Messrs. Bennett & Shaw as Committee on purchase of books reported having purchased a list of books costing $147.97, a selection

of which to the amount of $100 to be made by the Trustees, and the balance returned, or other action taken.

Voted That the books costing over the $100 appropriated be purchased, as far as possible from the proceeds of the Grace Campbell Drake Fund and the balance from the general appropriation Fund.

Mr. Bennett as Committee on Parsons Legacy reported that the check for $253.91 received from the Executor of the Estate had been receipted for and endorsed by the Town Treasurer and turned over to the Treasurer of the Library Fund.

Voted That this report be accepted.

Voted That Mr. Richardson purchase a supply of soap and towels for use in the lavatories of the Library and arrange for the care of the same.

Voted That Mr. Bennett purchase fifteen tons of coal for the use of the Library.

Voted That the gift of one volume "Mary Rowlandson's Narrative" from Mr. Henry S. Nourse of Lancaster be accepted, and that the Secretary make acknowledgment of same.

Voted That the Secretary be a Committee to re-arrange the catalogue books and magazines in Library; making a list of such as in his judgment may be destroyed, and submit said list to Trustees at some future meeting. That the Secretary be assisted in this by the other members of the Board as he may call upon them.

Adjourned.

attest Alfred W. Cutting
Clerk.

July 8, 1903

Trustees met at Library. Present Messrs. Bennett Shaw Gerald Richardson and Cutting. Minutes of last meeting read and approved. Reports being in order Mr. Bennett reported having bought thirteen tons of coal at $7.25 per ton. Mr. Richardson having purchased towels a mirror, soap and soap dishes. The Secretary that the inspection of uncatalogued books and pamphlets was in progress.

Valid That the foregoing reports be accepted.

A bill having been received from the publishers of "Perry's Magazine" for one year's subscription, it was

Valid That the Chair ask Mr. John Connelly if he had made the subscription, and if he had not, that the bill be returned.

Valid That the amount of the Parsons bequest be used for the purchase

from time to time, of standard works. Such books to be labelled as having been received from the "Sarah M. Parsons Bequest."

Voted That a gift of 7 volumes, from an anonymous giver, be accepted with thanks, viz

Contemporary France	The Better Sort
Memories of Yale Life & Men	Wooing of Sheila
Grey Wig etc.	The Octopus
Four Feathers	

Voted That the meeting adjourn to the second Wednesday in October.

Attest A.W. Cutting
Clerk.

Oct. 14, 1903

Trustees met at Library.
Present Messrs. Shaw Richardson
Gerald Williams and Cutting
Minutes of last meeting read and
approved. Reports of Committees
being order the Secretary reported
the examination of pamphlets and
uncatalogued books in progress.

Voted That report be accepted.

A letter from the New York
Public Library was received asking
for Annual Reports of this Library
and "All reports and pamphlets relating
to associations of men and women
for any purpose."

Voted That the Secretary reply to
this request, stating that the Annual
reports of this Library are incorporated
in the Annual Report of officers of
the Town of Wayland, obtainable
from the Town Clerk.

A letter was received from the
Board of Managers for Massachusetts

of the Louisiana Purchase Exposition asking for two photographs of the exterior of the Wayland Library, for use as a part of the Library Exhibit at the St. Louis Exposition.

Voted That the Secretary have said photographs prepared and sent as requested.

The following suggestions received from the Librarian were acted upon as follows:

1st Props are needed for books in stacks

Voted That the Chair be appointed a Committee to purchase the necessary number.

2nd What disposition to be made of magazines now occupying necessary space in stacks.

Voted That the Librarian arrange the files in chronological order, tie up, label and place them in the upper galleries.

3d As to loud conversation in Reading Rooms and Delivery Rooms complained of.

Voted That the Chair and Secretary prepare such printed notices as they may deem necessary, to be posted in the Library forbidding this offence.

4th That an assistant to the Librarian be employed for the Annual Inspection of Books.

Voted That the Librarian employ such an assistant, at a cost not to exceed $5.00.

5th The Librarian asks for instructions as to the exclusion of children and improper persons from the book stacks.

Voted That the Chair confer with Librarian on the subject and report at next meeting.

6th Complaints have been made by school teachers against the existing regulation that new books,

in this case other than works of fiction, shall not be taken from the Library for a longer time than one week.

Voted That Mr. Richardson be appointed a committee to investigate this matter and report at next meeting.

Voted That a gift of Littells Living Age from the Misses Loring be accepted and the Secretary convey to them the thanks of the Board.

Voted That the Chair and Mr. Gerald renew the subscriptions for magazines expiring in Nov.

Voted That Mr. Williams arrange an electric lamp over the card catalogue tables in delivery room.

Voted That a gift of 38 volumes of juvenile books from an anonymous giver be accepted with thanks.

Adjourned Attest Alice Cutting Clerk.

Nov. 11, 1903

Trustees met at Library. Present Messrs. Bennett Gerald Richardson and Cutting. Minutes of last meeting read and approved. Reports of Committees were received and accepted as follows;

The Secretary; That all correspondence voted at last meeting had been attended to. That the examination of pamphlets was in progress. That 2 photographs of the Library building had been sent to the Director for Education for Massachusetts at the St. Louis Exposition. That cards forbidding conversation had been printed and placed in the various rooms of the Library.

The Chair; That the subscriptions for the following magazines and periodicals had been renewed. That Mr. W. S. Draper had declined renewing subscriptions of periodicals given by him for several years on the

ground that the object of his so doing had been met by the Trustees in that an ample supply of periodicals is now furnished by the Library.
List of periodicals subscribed for:

Harpers Magazine	Sat. Eve. Post
Century	Ladies H. Journal
Scribners	Youths Companion
Munseys	
St. Nicholas	
Atlantic	
Bookman	

That in view of the condition of the Treasury of the Library the Chair had not purchased the props voted for at last meeting.
That after conference with the Librarian the Chair recommends that all persons under the age of 13 be excluded from the book stacks.
Voted That all persons under the age of thirteen be excluded from the book stacks of the Library.

A report from the Librarian on the Annual Examination of Books was received to the effect that all books in the catalogue had been accounted for with the exception of two juvenile books missing. Accepted.

Mr. Richardson reported that in the matter of the complaint of teachers that new books necessary in their work may not be kept out longer than one week; that the provisions of Article XVIII of the By-laws be construed to apply to both new and old books, and that the Librarian be so guided. Report accepted and it was

Voted That the provisions of Article XVIII of the By-laws be considered by the Librarian as applying to both new and old books.

Voted That the Chair purchase a set of the "Gadshill" edition of Dickens Works, if possible with a more durable binding than sample

shown at meeting, same to be paid for out of the Sarah M. Parsons Bequest, in conformity with vote passed July 8, 1903.

Voted That Messrs. Cutting, Gerald and Richardson be a committee to dispose, at their discretion, of the uncatalogued pamphlets, magazines and periodicals in the Library.

Voted That a gift of one volume "Hepburn's History of Coinage and Currency in the United States" be accepted and that the Secretary make formal acknowledgment of same to The MacMillan Co.

Voted That a gift of a mounted Terrestrial Globe from Mrs. Sarah A. Matchett, for use in the reading room of the Library be accepted, and that the Secretary convey to Mrs. Matchett the thanks of the Board for same. Adjourned at 10 P.M. Cutting clerk.

Dec. 9, 1903

Trustees met at Library. Present Messrs. Bennett Gerald Richardson Shaw and Cutting. Minutes of last meeting read and approved.

A report was received in writing from the committee appointed to arrange and dispose of uncatalogued magazines and pamphlets, which is appended hereto.

Voted That this report be accepted and filed with the records, and that the thanks of the Trustees be extended to the gentlemen of the committee for the time and labor given by them in this task.

The Chair reported the purchase of a set of the "Gadshill Edition" of Dickens works, to be paid for out of the Parsons bequest.

Voted That the report be accepted.

A bill for one volume "History of the Nat. Marine Corps" $3.00. was received. As this book had been

received several months previously anonymously, and had been considered by the Trustees, in absence of advice, as a gift from the author or publisher, it had been catalogued and placed in the library.

Voted That the bill be paid, and that the Treasurer on so doing express to the publishers the disapprobation of the Trustees, at the course pursued for the sale of the book.

Voted That the Chair purchase complete sets of the works of Sir Walter Scott and George Eliot as the samples volumes exhibited by them at this meeting, same to be paid for from the Parsons bequest.

A letter was received from the Free Public Library Commission of Massachusetts asking for "a brief statement of any important changes or special improvements in the library during the year"

Repair of Committee appointed to dispose of pamphlets & Magazines

Your Committee report the following disposition of a great mass of unclassified matter found piled in basement and in book stacks in galleries.

Magazines and Periodicals. Matter thus designated comprised about 75% of the mass. This we sorted under titles and arranged on shelves of old book stacks in large room of basement, thus making the collection accessible and available. We recommend that in the future the files be increased by depositing the successive numbers of the periodicals here as they are removed from the Reading Rooms or received by gift. The collection now includes

Success complete files of the following:

Harpers Monthly
" Weekly
" Bazar
Century
Scribners
Atlantic Monthly
N. E. Homestead
The Forum
" Outlook
Am. Agriculturist
Catholic World
Littells Living Age
Munsys
Cosmopolitan
Am. Magazine of Art
Rhodora
No. Am. Review
The Unitarian
Sat. Evening Post
Christian Register
Youths Companion
St. Nicholas
Scientific American
N.Y. Journal of Fashion
The Graphic
Ladies Home Journal
The Liberator
Our Young Folks
McClures
Fortnightly Review
N. Eng. Magazine
The Bookman
" Chautauquan
" Aldine
Blackwoods
Success

(over)

Court and State Reports. A large unclassified and uncatalogued collection of these, bound and unbound we have placed in the stacks of the galleries. We recommend further arrangement of these.

The residue, a miscellaneous mass of pamphlets of every conceivable nature we have carefully examined and sorted as follows:

On a stack which we have placed in the Trustees Room we have filed

A large number of manuscript sermons received from the estate of the late Rev. John P. Wright.

A file of Maryland Town Reports covering the years 1876 to 1901 with three years missing.

Library

A file of Auditors, School, and Special Committee Reports covering many years, all of the Town of Wayland.

A file of Reports of the Middlesex Agricultural Society.

A large collection of Library Reports of Towns other than Wayland.

A number of Catalogues and reports of Harvard University.

A file of miscellaneous matter of historical value, local and otherwise.

A file of matter, some amount, of general interest.

After making the above assortment there remained a quantity of matter which in our judgment was of no value to the Library, and in clearing

premises we have destroyed in part, and recommend that the residue be disposed of in the same way, viz:

A quantity of obsolete catalogues of the Wayland Library.

Duplicate Town Reports.

Reports of Railroads, Printed Sermons, addresses and reports of Societies of no local interest, Silver Question literature, campaign documents, almanacs, book advertisements and catalogues of sales, seed catalogues, agricultural implements advertisements, prospectuses of "Wayland in the Civil War" and "Hudson's History of Sudbury" and "Annals of Wayland" in sheets.

In conclusion we have to state that we have cleaned up the galleries

-ument of all the matter,
- that what we have retained
is in systematic order and accessible
for the use of the Library.

committee { Alfred W. Cutting
Charles F. Richardson
Lester P. Gerald.

Dec. 9, 1903-

That the Secretary make suitable
ly to this communication.

A gift of 4 volumes and a file
"Little Living Age" and "Our Farm
Toilet Friends" from the Misses
ing having been received, it was

That the same be accepted
nd that the Secretary make ack-
owledgement of same.

djourned. Attest Alice Cutting
Clerk.

Jan. 13, 1903

Meeting called. Messrs. Shaw and Cutting present. No quorum.

Attest Alv. Cutting Clerk.

Feb. 10, 1904

Trustees met at Library. Present Messrs. Bennett Richardson Williams Gerald and Cutting. The minutes of last meeting were read and approved. Reports of Committees being in order, Mr. Williams reported that an electric lamp had been placed over the card catalogue cabinet by him; and the Secretary that all correspondence delegated to him had been attended to.

Voted The the above reports be accepted

The Annual Report of the Librarian was received in manuscript and read, and it was

Voted That same be accepted and printed with the Annual Report of the Trustees to the Town.

The Annual Report of the Trustees having been submitted by the Secretary, it was presented in manuscript and read.

Voted That same be printed, with an additional reference to the need

of repairs to wood work in basement of library building.

A letter was received from the Bureau of Statistics, Washington asking if the Library desired the continuance of the sending of the Monthly Consular Reports by that department.

Voted That the Secretary reply to same to the effect that the Trustees are willing that same be discontinued.

Voted That the Chair be appointed a committee to purchase the necessary number of book-props for stacks, not to exceed 250 in number, at a cost not to exceed 12 cents each.

Voted That the Chair and Mr. Shaw be appointed a committee to purchase books at their discretion to the extent of $125-

The Secretary called attention to the fact that in the Library are a number of very old books

of almost priceless value to the town and to students of Americana, some old manuscripts, pamphlets and other documents of historical value, local and otherwise, which he felt were not preserved with the care they deserved or displayed to the best advantage. He suggested the propriety of these being withdrawn from circulation, and gathered together in a proper cabinet, labelled as to their history or interest, and displayed under glass.

Voted 1. That the Secretary be appointed a committee to examine samples of such a cabinet, ascertain its cost, and report at next meeting.

Voted That the Secretary procure a design for a new book plate for use in the Library, and at the next meeting show samples with estimates of cost.

Adjourned Attest Alb. Gutting
Clerk

March 9 1904

Trustees met at Library. Present Messrs. Bennett Gerald Richardson and Cutting. Minutes of last meeting read and approved. Reports of Committees being in order the Secretary reported all correspondence having been attended to. As Committee on book-plates the Secretary reported having obtained prices, and exhibited a sketch of a design, with samples of plates and also several book-plates in use in other libraries. As committee for obtaining prices and suggestions as to a cabinet for historical books and pictures, the Secretary reported the matter as in progress.

Voted That the foregoing reports be accepted and in the matter of book-plates, that the Secretary have a suitable number made, as per sketch exhibited, except that

certain modifications in arrangement be made, and the following memorandum omitted,

"Books are considered new until one year from the date of their purchase or presentation and must be returned in one week. Other books may be kept out four weeks."

The Chair reported the purchase of 250 book supports at a cost of 9 cents each.

Voted That the report be accepted.

A gift was received from Mr. Wallace S. Draper of one volume, "The Presidents", and one volume, "Rand McNally & Co's Enlarged Business Atlas."

Voted That same be accepted and that the Secretary convey to Mr. Draper the thanks of the Trustees for the gift.

Five volumes were received from an anonymous giver, viz. 2 volumes "Life and Correspondence

of "Henry Reynolds Bowditch", 2 volume "Why Women do not wish the Ballot" and one volume "Ardua to Olivia."

Voted. That same be accepted.

Adjourned. Attest Wm. Cutting Clerk.

April 13, 1904

Trustees met at Library. Present Messrs. A. G. Bennett, L. R. Gerald, F. Shaw, A. A. Carter and Alv. Cutting. The Board organized for the ensuing year by the choice of Mr. Arthur G. Bennett Chairman and and Mr. Alfred W. Cutting Clerk.

Mr. Cutting as Committee to prepare book-plate reported having had 6,000 printed from a lithograph plate, as per instructions voted at last meeting.

Voted. That report be accepted.

Voted That Mr. Richardson be added to Committee for purchase of Cabinet for historical books and papers.

Voted That the Chair be appointed a Committee to purchase such fuel as may be required for the remainder of the winter

Voted That a Committee of two, consisting of the Chairman

and one other appointed by him, be authorized to buy new books during the year and to expend a sum not exceeding $20 per month. That they present at each monthly meeting of the Trustees for their approval a list of such books as they recommend for purchase. & that in no quorum at such meeting the Committee shall have the power to buy such books as are not recommended at that meeting.

Voted That Miss Margaret E. Wheeler be reelected Librarian for one year on the same terms and conditions as heretofore.

Voted That J. C. Vincent be re-appointed Janitor for one year upon the same terms and conditions as heretofore.

Voted That M. N. R. Gerald be re appointed Assistat Librarian at Cincinnati for one year on the same terms and conditions

as heretofore.

Voted That the Chair arrange with the Agent of the American Express Co. for the transportation of books between Wayland Centre and Cochituate during the ensuing year.

Voted That Messrs. Richardson and Gerald be appointed a committee on repairs of building and to expend the appropriation voted for that purpose at last Town Meeting.

Voted That a gift from an anonymous donor of two volumes "The Sailor King" be accepted with thanks.

Voted That acknowledgement be made by the Clerk to the New England Historic Genealogical Society for "The Vital Statistics of Massachusetts Towns" and the "History of the Third Massachusetts Cavalry", received.

Adjourned Attest Wm. Cutting
Clerk.

May 11, 1904

Trustees met at Library. Present Messrs. Bennett Richardson Gerald Carter and Cutting. Minutes of last meeting read and approved. Reports of Committees were made as follows: The Chair, that fuel had been purchased as per bill presented. The Chair as Committee on purchase of books under vote of Apr. 13 presented list of books for approval. Messrs. Richardson and Cutting as committee on purchase of case for historic books and documents reported matter in progress, a case having been ordered. Messrs. Richardson and Gerald as committee on repairs, that the necessary plumbing had been done and that other matters were in progress.

Voted That the foregoing reports be accepted, and that in the case of list of books presented for

approval that the Purchasing Committee be authorized to use their discretion in the selection of books from this list.

Voted That Mr. Cutting be appointed a committee to purchase a lawn mower.

Voted That the gift of 4 volumes "Memoirs of Dr. Chalmers" from Miss Ellen P. Reeves, and the gift of one volume "The American Frugal Housewife" by Mrs. Child, from Mr. Edward Pierce, and the gift of 25 volumes from an anonymous giver be accepted with thanks and that the Secretary make acknowledgement of same to Miss Reeves and Mr. Pierce.

Adjourned Attest Alv. Cutting
Clerk.

June 8, 1904

Trustees met at Library. Present Messrs. Bennett Gerald Richardson Shaw and Cutting. The minutes of last meeting were read and approved. Reports of committees were received as follows: The Secretary, that a lawn mower had been purchased. Mr. Richardson, that repairs on building were in progress. Rotten base-boards in basement were being replaced. Iron gratings on several basement windows were recommended, in order to safely admit circulation of air, the lack of which being the cause of the prevalent dry rot. The Committee requested that the Library be closed Wednesday June 15 in order that the floors might be oiled or waxed during that week. The committee on purchase of books presented a list for approval for the June purchase.

Voted That the foregoing reports be accepted.

Voted That the Library be closed Wednesday June 15 as requested by Committee on Repairs.

Voted That the list of books presented by Purchasing Committee be purchased, one being omitted in order to keep the amount within the appropriation.

Voted That all books hereafter be purchased of the regular wholesale dealers with the usual Library discount.

Voted That Mr. Shaw be appointed Committee to attend to the binding of books.

Voted That the gifts of two books "Souvenir History of the Carnegie Steel Co." from the author, and "Atlas of the boundaries of the towns of Acton, Bolton, Concord, Lincoln, Maynard, Sudbury, Wayland and Weston" from the Harbor and Land Commissioners be

Massachusetts, be accepted, and that the Secretary make acknowledgment of same to the givers.

Adjourned Attest Arv. Cutting
Clerk.

Sept. 14, 1904

Trustees met at Library. Present Messrs. Bennett Richardson Gerald and Cutting. Minutes of last meeting read and approved. Reports of Committees were received as follows: On repairs, in progress. On purchase of books, list presented for approval.

Voted That same be accepted.

The Committee appointed to purchase cabinet for ancient books and manuscripts and to arrange same reported that a suitable cabinet had been presented to the Library by Mrs. Wm. F. Matchett, and that books

and documents had been arranged therein, bearing printed labels, the latter being also the gift of Mrs. Matchett.

Voted That this report be accepted.

Voted. That the gifts from Mrs. Wm. F. Matchett of a glass cabinet for the display of ancient books and documents; of a bulletin board; of four volumes "Records of Plymouth Colony"; and of printed labels to designate items in cabinet, be accepted with the thanks of the Trustees, and that the Secretary make acknowledgement of same to Mrs. Matchett.

Voted That the gift of a file of "Littell's Living Age" and "Ten Tom Tootid Friends" from the Misses Loring and of one volume "Mental Health for the Children of Tomorrow" from the author, be accepted, and acknowledged by the Secretary.

Adjourned. Attest Alice Cutting
Secretary

Oct. 12, 1904

Trustees met at Library.
Present Messrs. Bennett, Shaw, Gerald and Cutting. Minutes of last meeting read and approved. Mr. Gerald for committee on Repairs reported "In Progress."

Voted That the Librarian be authorized to employ an assistant for the annual examination of books at a remuneration of $5.00.

Voted That the Chair be appointed a committee to purchase fifteen ton of coal.

Voted That the gift of five numbers of "The Southern Workman" from Miss Charlotte Adams be accepted, and acknowledged by the clerk.

Voted That the Committee on book purchase be authorized to purchase the October books, at their discretion and previously authorized purchases without exhibiting list as heretofore.

April 13, 1904 - Attest
Adjourned Alv. Cutting, Clerk

November 9, 1904

Trustees met at Library. Present Messrs Bennett Shaw Richardson and Cutting. Minutes of last meeting read and approved.

Mr. Bennett reported the purchase of 15 tons of coal. Mr. Shaw for committee on book purchase reported that list was withheld until an expected list of juvenile books for use in connection with School work was received from the Superintendent of Schools.

A letter from the Superintendent of Schools was received containing a list of books for the use of teachers.

Vol. 1. That same be referred to Committee on book purchase.

Vol. 1. That Mr. Cutting be appointed a committee to confer with the Librarian and make terms as to the increased salary she would require to have the hours of opening the Library made from 2 p.m. to 9 p.m. each Wednesday and

Saturday. Any action he may take to be subject to the approval of the Trustees at their next meeting.

Voted That the Chair be made a committee to renew expiring subscriptions to magazines and periodicals and that "Collins Weekly" and "The Review of Reviews" be added to the list.

Adjourned Attest Geo. Cutting
Clerk

Dec. 14, 1904

Trustees met at Library. Present Messrs. Bennett Shaw Gerald Carter and Cutting. Minutes of last meeting read and approved.

Mr. Bennett reported having renewed subscriptions to periodicals.

Mr. Cutting reported that owing to an accident to the Librarian as a result of which she had been confined to the house for a month, he had deferred any action as to change of hours of opening Library.

Mr. Shaw reported purchase of books, and suggested that balance of appropriation available for this purpose be withheld until after conference with the Superintendent of Schools.

Voted That this report be accepted.

Mr. Bennett read an extract from the will of Mrs. Abbie M. Heard deceased, by which she devises and bequeaths to the Town of Wayland

her house and land on the Main Street, subject to a life interest of her niece Abby M. Farwell; the same to be converted on the death of the latter into a fund to be known as the "Sarah Webster Heard Fund" to be used in the discretion of the Trustees of the Public Library of the Town of Wayland, for the purchase of Books for said Library.

Placed on file with Secretary.

Voted That subscription be made to "The Monthly Cumulative Periodical Index" at $3.00 for two years.

Adjourned Attest

Arthur Cutting
Clerk

Jan. 11, 1905

Trustees met at Library. Full board present. Minutes of last meeting read and approved. Mr. Cutting as Committee to confer with Librarian as to increasing hours of opening Library, reported the suggestion of several citizens that the increased salary thereby made necessary would be used to better advantage in purchase of books.

Voted That Mr. Cutting be made a Committee to confer with Librarian and to make the best possible terms with her as to opening the Library on Wednesdays at two o'clock, instead of three as heretofore.

A letter was received from Mr. Henry W. Patterson, offering the gift of 104 volumes to the Library.

Voted That this gift be accepted and that the Secretary convey the thanks of the Trustees to Mr. Patterson.

Voted That the Committee on book purchase be authorized to expend on books the interest due from funds devoted to that purpose, $116.50.

Mr. Joseph T. Orleu, Superintendent of Schools, appeared before the Trustees and read a report hereto appended.

Voted That this report be entered upon the records, and that the Trustees act in accordance therewith, this action to be considered as experimental in its nature.

Voted That an offer of the U. S. Dept. of Agriculture to furnish the Library with its publications on Forestry be accepted.

Adjourned

Attest

Alv. Cutting
Clerk

Wayland, Mass.
January 11, 1905

To the Trustees of
the Wayland Public Library
Gentlemen.—

Thereby present
the following report

1. That there be a Committee
of three appointed on behalf of
the Schools consisting of one
teacher from the High School,
one from the grades in the Wayland
Central School and one from the
Cochituate School to act in
conjunction with a committee
from the Library Trustees

2: It shall be the duty of said Joint Committee to select books suitable for use in the different grades and the High School.

3 That the teachers committee shall make a report to the Trustees at their monthly meeting of the books read and such information as will be of interest to the Board

4 That the Trustees shall if feasible, establish a teachers library of books for professional reading

1895	Bills Approved	
Aug 31	S. W. Frost	$6.10
" "	Wayland Book Club for 1894	13.00
Dec 6th	Box for transferring Books to Cochituate	$3.50
" "	De Wolfe Fiske & Co Books	$5.34
" 20	Librarians Salary from Oct to Jan.	$50.00
" "	Book Binders Bill	6.15
1896		
Mar 31st	Express Bill from Jan 1st to Mar 31st	$8.93
Mar	Librarians Salary from Jan to April.	
May 2	Asst Librarians salary from April '95 to Apr '96	$40.
" "	Bill for incidental at Wayland	$12.00
June 6	Bill for books from New Book Club	$7.
	Mrs S. E. Heards salary from Apr 1 to July 1 -	50.
	Bill of Mr. Small (repairs to library room)	.75
Jun 28	American Ex Co -	8.93
" 30	F. J. Barnard & Co (Binding)	$11.77
July 18	De Wolf Fiske & Co - (Books)	$126.54
Aug 15	Order for Mrs. S. E. Heards	$25.00
Oct 1	Order for Am. Ex Co.	8.93
Oct 1	Order for Mrs S. E. Heard -	75.00

Bills Approved

Dec 1	For Bookbinding	$12.00
Jan 1 1897	Order For Am. Ex. Co, Oct. 96 to Jan 97	$8.93
" 7	Bill of John Lincoln for four cords wood & sawing and packing	$26.00
" 5	Bill of Wayland Book Club to July 1st 1895	$7.00
Feb 6	Bill of D. Wolf Fiske & Co	$98.22
"	" " W. Lovell	1.50
" 27	Bill of Frank Haynes	7.95
Mar 23	Bill of Mrs. S. E. Heard (9th salary)	75.00
" 29	Bill of Am. Ex Co. (to Apr 1-97.)	8.93
	Bill of Asst Librarian	40.00
June 25	Bill for Librarians salary	75.00
Sept 18	Bill for Librarians Salary	75.00

Sept 18	Bill for repairs (Library Bureau)	$2.00
"	Bill of Wayland Book Club for magazines to July 1897	7.00
Oct 1	Ex —	$ 8.93
Dec 6	Bill of Librarian	75.
	" F. G. Barnard (Binding)	13.09
	" H H. Kuller (Printing)	1.75
	" P. Jennings (Sawing wood)	.75
	" Am. Ex —	8.93
	" New Book Club	7.00
Jan 1st 98.	Bill of A. H. H. Warren Binding	$ 7.66
Feb 12	" " John Bold (clock)	1.50
" "	" " De Wolfe Fiske & Co. Books	65,86
" "	" " J. A. Draper (wood)	10,12
Mar 6	" " Patsey Jennings	2 00
" 30	" " De Wolfe & Co Books	32 00
" "	" " Am. Ex. Co.	8,93
" "	" " Mrs. S. E. Heard Sal to April 1st	75.00
May 28	" " Ass't Librarian to Apr 1st 98.	40 00
June 6	" " A. H H Warren & Co Binding	11.64
" 17	" " Patsey Jennings	5.00
" 25	" " Mrs S. E. Heard	75.00

Bills Approved

1898			
Aug 23.	Bill of	Mrs. S. E. Heard Salary to Aug 1st	75.00
" 24	"	" J. A. Drapin 2½ cords wood	19.00
" 28	"	" Am. Ex. Co.	4.93
Dec 9	"	" J. A. Drapin (Wood)	28.25
" "	"	" Wayland Book Club	3.50
" 28	"	" Mrs. S. E. Heard Salary to 27	75.00
" 29	"	" Am. Ex Co	8.93
Feb 25	"	" New Book Club	3.50
Mar 21	"	" De Wolfe Fiske Co. (New Books)	28.55
" "	"	" A. H. H. Warren (Binding)	11.50
" 23	"	" Mrs. S. E. Heard Salary to April	75.00
" 26	"	" (Asst Librarian) Granted	40.00
Apr. 1902 3	"	" M. T. S. Small (Mar)	25.
	"	" J. C. Vincent (")	15.
May 1	"	" Damrell & Upham	22.76
1	"	" Mrs. Small Apr.	25.
1	"	" Vincent	15.25
1	"	" Library Bureau (Cards etc)	2.38
June 5	"	" Union Carbide Co.	3.75
5	"	" J. C. Vincent	17.25
5	"	" De Wolfe Fiske & Co.	15.71
June		M. T. S. Small	25.
25		J. C. Vincent	15.

1902

	Am Ex.		5.52
	Hose		3.50
July	Mrs. S		25.
	Darnell - Upham		14.45
		23.04	
	Dr. W. H. Fisher	24.50	
		3946	300.00
Aug	Dam - U.	14.63	14.63
	Mr. Small		25.
	J. P. Thiele		15.
	Library Bureau		2.
	Union Carbide Co. (2)		
Sept. 4	Parlin Hardware Co.		5.22
	Mrs. Small		25
	J. C. Vincent		15.25
	Darnell - Upham		14.44
	L. H. Small		.90
Oct.	Am. Express Co.		5.32
2	Darnell + Upham		15.09
	J. C. Vincent		15.
	Mabel T. S. Small		25.
Nov. 6	Darnell + Upham		15.54
	Thos. Groom + Co.		2.
	J. C. Vincent		15.

1902		
Nov 6	Mrs. Small	$25.
	Sarah Campbell	5.
	A. F. Parmenter (wood)	14.
Dec. 4	Vincent	15.
	Mabel Small	25.
	Damrell & Upham	16.66
1903	J. B. Colt Co.	3.72
Jan 1	A. E. Adams	40.63
	J. C. Vincent	15.15
	Mrs. Small	25.
	Damrell & Upham	26.
Feb. 5	do	13.87
	Thos. Groom & Co.	4.42
	Library Bureau	.35
	Margaret E. Wheeler	25.
	A. A. Adams (coal)	12.50
	J. C. Vincent	15.15
	L. K. Lovell	1.05

Note. A member of the Board of Trustees, Mr. Francis Shaw, being appointed Treas. of Library funds, this list was discontinued by the Secretary.

Feby 8. 1905

Trustees met at Library. Present Messrs. Bennett Shaw Gerald Richardson and Cutting. Minutes of last meeting read and accepted.

Mr. Cutting reported having arranged with Librarian to open Library at two o'clock on Wednesdays with no increase of salary.

Voted That report be accepted.

Voted That the Secretary look over accumulation of pamphlets and papers and make such disposition as he sees fit.

Voted That Mr. Shaw be appointed committee to bind magazines.

A list of books was presented by Purchasing Committee including list prepared by the School Teachers.

Voted That this committee purchase at their discretion from the available funds

A draft of the Annual Report of the Trustees to the Town having been prepared by the Secretary, it was read.

Voted That the preparation of the Report be left to the Secretary.

Adjourned Attest
A.O. Cutting
Clerk

March 6, 1905

Meeting called. Present Messrs Richardson Gerald and Cutting. No quorum.

Attest A.O. Cutting
Clerk.

Apr. 12, 1905

Trustees met at Library and organized for the ensuing year with the choice of Arthur G. Bennett as Chairman and Alfred W. Cutting as Clerk. Minutes of last meeting were read and approved.

Voted That Messrs. Gerald and Cutting be made a committee to inspect the Library building and direct a thorough cleaning of same.

Voted That the services of Miss Sarah Campbell be secured to assist the Librarian in cataloging the present accumulation of new books, and that a suitable remuneration be paid for same.

Voted That Miss Margaret E. Wheeler be re-elected Librarian, and J. C. Vincent Janitor for the ensuing year upon the same terms as last year.

Voted That Mr. H. K. Gerald be re-elected Assistant Librarian at

Schedule, upon the same terms as last year.

Voted That Messrs. Bennett and Shaw be re-appointed Purchasing Committee of Books as per vote passed by Trustees Apl. 13, 1904.

Voted That the monthly meetings of Trustees be held at the Library on the second Wednesday of each month except in the months of July and August.

Voted That Chair arrange for transportation of books by Express Co. between the Centre and Schedule

Voted That the Secretary convey to Mr. David Bracketts, Town Clerk the, Trustees willingness that certain unused book cases in basement be moved to Selectmen's Room in Town Hall for use there.

Voted That the gift of one volume, "Inebriety, Its Source, Prevention and Cure" received

from an anonymous giver, be received.

Adjourned

Attest
A.W. Cutting
Clerk.

Trustees elected by Town for 1905-6

Arthur G. Bennett
Chas. J. Richardson
Lester R. Gerald
Alfred A. Carter
Francis Shaw
Alfred W. Cutting.

Mess. Shaw and Richardson were not at April Meeting.